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Mr. E. L. Harper
Assistant Commissioner
for Property Management
General Services Administration
Washington, DC 20406

2 JUL 1980

Dear Mr. Harper:

Enclosed is this Agency's FY 1981 Furniture Requirements Expense Plan. As requested by Tom Morris in his letter of April 29, I am also taking this opportunity to comment on some of the areas of furniture management within our Agency which are of interest to you.

Regarding recent trends in Agency furniture purchases, while the greater demand has been for standard furniture, requirements for systems furniture are increasing. This is being brought about by advances and greater use of technology and the need to adapt and design office space to provide for efficient and complimentary work environment. Therefore, while we understand that the moratorium on systems furniture will remain in effect for an indefinite period, our requirements for the coming year are included in the expense plan. If the moratorium is not lifted, we should discuss the possibilities of a waiver, since we feel that the use of standard furniture in these special circumstances is not an acceptable alternative.

This Agency has a well-established furniture rehabilitation program. It has long been our practice to use this furniture to the extent possible. New procurements are undertaken to replace furniture which is uneconomical to repair, or to meet new requirements for which there are insufficient reserves. We will continue our efforts to reduce furniture reserves and to rely on rehabilitated furniture and direct procurements to meet new requirements.

Regarding Mr. Morris' letter of June 9 and the question of furniture needs in support of cost reimbursable contracts, our normal practice is not to provide furniture, with the exception of security containers. In such cases, the property is maintained on record as Government-provided equipment for which the contractor is held responsible. I believe our procedures for audit and control are adequate.

Mr. E. L. Harper

I appreciate your cooperation and the understanding you have shown towards the Agency's special circumstances to protect sensitive information. As stated in our letter to Mr. Morris of April 3 from Don Wertman, Deputy Director for Administration, if, after your review and approval, you will return the expense plan to me I will see to it that it is forwarded to our Agency's OMR examiner.

If I can be of further assistance, please do not hesitate to call me.

Sincerely,

[Redacted Signature]

James F. McDonald
Director of Logistics

Enclosure

Distribution:

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OL/SD/SMB [Redacted] (27 May 80)

1- O/ComPT



June 9, 1980

Admiral Stansfield Turner, USN
Director
Central Intelligence Agency
Washington, DC 20505

Dear Admiral Turner:

I want to bring you up to date on the status of the management of furniture subsequent to the OMB Bulletin 80-6 of February 27, 1980. We are together making excellent progress, with your Property Management Officer (PMO) and my staff working on the operational details. We have transmitted the FY 1981 Requirements and Expense Plans to your PMO on April 29, 1980, and have asked that they be completed and returned on or before July 1, 1980. We will make every effort to evaluate your Plan in an expeditious manner and submit it to OMB for final review and approval.

With respect to the validation of furniture requisitions dated prior to the OMB Bulletin, I have asked agencies to have those on which they require action back by June 1, 1980. We have been receiving a high percentage of cancellations to those requisitions, indicating a responsive attitude by agencies.

The furniture freeze has had a generally positive effect on the management of our personal property resources. We all have had to search for alternatives to new procurement and make better use of existing resources.

Operation Clean Sweep is well underway and the furniture Clearinghouse in GSA's National Capital Region became operational May 1, 1980.

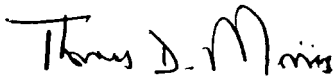
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2

Questions have been raised concerning furniture needs in support of cost reimbursable contractors. In a number of cases, title to the furniture vests with the government and therefore accountability should be maintained. I am not at this time going to impose any additional requirement regarding this development; however, you may wish to report this furniture as part of your requirements for FY 1981. We will be looking into this further with the assistance of your PMO and together develop a position for the future. In the interim, if you have any strong views on the matter, I would appreciate receiving them with your Requirements and Expense Plan submission for FY 1981.

I appreciate your continued support.

Sincerely,

A handwritten signature in cursive script, reading "Thomas D. Morris".

THOMAS D. MORRIS
Commissioner

Services Supply
Administration Service Washington, DC 20406

APR 29 1980

Mr. James H. McDonald
Director of Logistics
Directorate of Administration
Central Intelligence Agency
Washington, DC 20505

Dear Sir:

As authorized by OMB Bulletin No. 80-6 dated February 27, 1980, this letter and the enclosed documents are a major step in the implementation of OMB and General Services Administration plans to introduce stronger controls over the purchase and use of personal property (furniture) throughout the Executive branch of the Government.

In implementing this new initiative, our objectives are twofold:

- o Eliminate the problems of waste and mismanagement of office and household furniture which have been documented in agency reports, Congressional hearings and the media.
- o Assist agencies in establishing appropriate Property Management Organizations, staffs, and procedures to provide more efficient and effective commodity management.

The enclosed FY 1981 FSG 71 Furniture Requirements and Expense Plan submission and the FY 1981 FSG 71 Furniture Requirements Expense Plan Summary represent the initial major steps in those objectives. The Expense Plan and Summary cover all office and household furniture requirements. These two completed documents (GSA Form T-800 and GSA Form T-801) are to be submitted for each of the organizations detailed in the attached list, as appropriate.

The enclosed Requirements and Expense Plan and the Expense Plan Summary will require that agencies establish an organization and procedures for effective management of personal property. These procedures will provide the heads of agencies through their Property Management Officer, as well as OMB and GSA, with answers to the following questions: (1) whether the items and quantities requisitioned are in fact required, (2) whether adequate systems are in place to compute requirements, (3) whether proper inventory controls

OL 0 2002

are established to account for property, (4) whether timely and appropriate use are being made of supplies and equipment, and (5) whether excess property is being utilized in lieu of new procurement. A copy of each agency's instruction establishing a Property Management Office organization and appropriate procedures for accomplishing the above objectives must be submitted with and will provide part of the backup for each agency's furniture requirements outlined on GSA Form T-800 and GSA Form T-801.

The enclosed instructions, forms, and definitions are largely self-explanatory. Please note the justification codes which are to be inserted in the appropriate column are very important, as are the narrative justifications which should be keyed into and accompany these codes. These codes and the narrative justifications will serve as the principle basis for GSA and OMB review and approval of an agency's Expense Plan. Please give your justifications careful consideration. In addition to the narrative justifications enclosed with these forms, each agency and bureau is responsible for maintaining, in its own files, additional detailed backup documentation for these submissions.

→ In addition, each agency is asked to provide in its transmittal letter, comments on the following areas:

- o recent trends in agency furniture purchased, to provide a basis for meaningful comparison;
- o agency efforts and plans to use existing stocks of rehabilitated items to meet furniture needs; and a
- o summary description of the agency's process for determining and projecting furniture requirements.

Both the FY 1981 FSG 71 Furniture Requirements and Expense Plan and the FY 1981 FSG 71 Furniture Requirements Expense Plan Summary are due as soon as possible, but no later than July 1, 1980, at GSA.

As stated in OMB Bulletin 80-6, the furniture freeze for each agency will be lifted as soon as each agency has received OMB approval of its FY 1981 FSG 71 Furniture Requirements Expense Plan Summary. Please return the enclosed documents, when completed, to the following address:

FY 1981 Furniture Requirements Expense Plan
GSA, Federal Supply Service (FRRA)
Washington, DC 20406

The agency submissions will be reviewed by GSA and then, if accepted, the Expense Plan Summary will be forwarded by GSA to the Office of Management and Budget recommending approval. The FY 1981 FSG 71 Furniture Requirements and Expense Plan serves as part of the backup and justification for the Expense Plan Summary. The information from these two documents will assist GSA in making cost effective furniture procurements and in establishing financial accountability for agency FY 1981 furniture acquisitions. GSA will track agency procurement expenditures against the Plans.

I will appreciate your complete cooperation and support, and prompt submission of these requirements.

Sincerely,

A handwritten signature in dark ink, appearing to read "Thomas D. Morris". The signature is fluid and cursive, with the first name "Thomas" and last name "Morris" clearly distinguishable.

THOMAS D. MORRIS
Commissioner

Enclosures

<u>INDEPENDENT AGENCIES, COMMISSION, ETC.</u>	<u>GSA/FSS Contacts</u>	<u>Telephone</u>
ACTION	H. Earline Sinclair	557-8600
Administrative Conference of the United States	Rick L. Landers	557-8600
Advisory Commission on Inter-governmental Relations	H. Earline Sinclair	557-8600
Agency for International Development	Susan Jackson	557-8600
American Battle Monuments Commission	Linda S. Semko	557-0977
Appalachian Regional Commission	Judith L. Turlington	557-0977
U. S. Arms Control and Disarmament Agency	Susan Jackson	557-8600
Board for International Broadcasting	Rick L. Landers	557-8600
Community Services Administration	Anne B. Squires	557-8600
Civil Aeronautics Board	H. Earline Sinclair	557-8600
Commission of Fine Arts	Richard A. Crosariol	557-0977
Commission on Civil Rights	Linda K. Nelson	557-8600
Consumer Product Safety Commission	Judith L. Turlington	557-0977
Commodity Futures Trading Commission	Linda K. Nelson	557-8600
Environmental Protection Agency	Susan Jackson	557-8600
Equal Employment Opportunity Commission	Richard A. Crosariol	557-0977
Export-Import Bank of the United States	Richard A. Crosariol	557-0977
Farm Credit Administration	Anne B. Squires	557-8600
Federal Communications Commission	H. Earline Sinclair	557-8600
Federal Deposit Insurance Corporation	Linda K. Nelson	557-8600
Federal Election Commission	Judith L. Turlington	557-0977
Federal Emergency Management Agency	Richard A. Crosariol	557-0977
Federal Home Loan Bank Board	Judith L. Turlington	557-0977
Federal Labor Relations Authority	Susan Jackson	557-8600
Federal Maritime Commission	Rick L. Landers	557-8600
Federal Mediation and Conciliation Service	H. Earline Sinclair	557-8600

INDEPENDENT AGENCIES, COMMISSION, ETC.GSA/FSS ContactsTelephone

(continued)

Federal Reserve System	Anne B. Squires	557-8600
Federal Trade Commission	H. Earline Sinclair	557-8600
Foreign Claims Settlement Commission of the United States	Linda S. Semko	557-0977
✓ General Services Administration	Susan Jackson	557-8600
Inter-American Commission	Linda K. Nelson	557-8600
International Communication Agency	Susan Jackson	557-8600
Interstate Commerce Commission	Linda S. Semko	557-0977
Merit Systems Protection Board	Susan Jackson	557-8600
National Aeronautics and Space Admini- stration	H. Earline Sinclair	557-8600
National Credit Union Administration	Rick L. Landers	557-8600
National Foundation on the Arts and the Humanities	Linda K. Nelson	557-8600
National Labor Relations Board	Richard A. Crosariol	557-0977
National Mediation Board	Richard A. Crosariol	557-0977
National Science Foundation	H. Earline Sinclair	557-8600
National Transportation Safety Board	Linda S. Semko	557-0977
Nuclear Regulatory Commission	Judith L. Turlington	557-0977
Occupational Safety and Health Review Commission	Susan Jackson	557-8600
Office of Personnel Management	Susan Jackson	557-8600
Overseas Private Investment Corporation	Susan Jackson	557-8600
Panama Canal Commission	Susan Jackson	557-8600
Pennsylvania Avenue Development Corporation	Rick L. Landers	557-8600
Pension Benefit Guaranty Corporation	Judith L. Turlington	557-8600
Postal Rate Commission	Anne B. Squires	557-8600

INDEPENDENT AGENCIES, COMMISSION, ETC.

GSA/FSS Contacts

Telephone

(continued)

Railroad Retirement Board	Anne B. Squires	557-8600
Securities and Exchange Commission	H. Earline Sinclair	557-8600
Selective Service System	Judith L. Turlington	557-0977
Small Business Administration	Linda S. Semko	557-0977
Tennessee Valley Authority	Anne B. Squires	557-8600
United States International Trade Commission	Susan Jackson	557-8600
Veterans Administration	Judith L. Turlington	557-0977

OTHER SUBMITTING ACTIVITIES

Executive Office of the President	Rick L. Landers	557-8600
Central Intelligence Agency	Rick L. Landers	557-8600

QUASI-OFFICIAL AGENCIES

Smithsonian Institution	H. Earline Sinclair	557-8600
United States Postal Service	H. Earline Sinclair	557-8600

LEGISLATIVE BRANCH VOLUNTARY PARTICIPANTS

Architect of the Capitol	Rick L. Landers	557-8600
General Accounting Office	Judith L. Turlington	557-0977
Government Printing Office	Linda K. Nelson	557-8600
Library of Congress	Linda S. Semko	557-0977

Corrections and Clarifications

GSA Form T-800, FY 1981 FSG 71 Furniture Requirements and Expense Plan

Corrections

1. The following changes should be made in the instructions:

✓ Column 6(d) - Reserve

Enter number of items in storage for future use, i.e., not reported as excess in column 6(c).

Column 6(m) - Expense Plan

- ✓ Enter total dollar value for each line item. Column 6(k) times column 6(1).

2. The following changes should be made in the specified lines on the form:

7. ✓ Line Item No. 132 - Price should be \$67.
✓ Line Item No. 200 - NSN should be 7110-01-015-1362.
✓ Line Item No. 216 - NSN should be 7110-00-902-8375.
✓ Line Item No. 297 - NSN should be 7110-00-143-0821.
✓ Line Item No. 322 - Price should be \$196.

? It is now!

3. The following paragraphs should be added to the specified section of the instructions:

✓ Columns 6(c) through 6(f) - AGENCY PRESENT INVENTORY

Where it is not feasible to report inventory for your Agency/Bureau by individual NSN and an inventory by generic grouping is submitted, these figures should be entered in the shaded area on the line for totals for each generic group.

✓ Column 6(j) - Justification Code

Before using "upgrading" as a justification for proposed new procurements, ensure that you are in compliance with FPMR 101-25.104 covering Acquisition of office furniture and office machines.

GSA/FSS/FRRF:4/30/80

Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090005-4

FY 1981 FSG 71 Furniture Requirements and Expense Plan



General Services Administration
Federal Supply Service

Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090005-4

INSTRUCTIONS

Blocks 1 thru 5. For instructions for these blocks, see detailed instructions for GSA Form T-800, FY 1981 FSG 71 Furniture Requirements and Expense Plan. Column 6(a) — Expense Category. These are the items to be summarized from GSA Form T-800, FY 1981 FSG 71 Furniture Requirements and Expense Plan. Column 6(b) — Line Item No. This number relates to the Line Item No. on GSA Form T-800. Column 6(c) — Justification Code and Column 6(d) — Total Expense Plan. Enter the Justification Code and Total Expense Plan dollar figure for each Expense Category below, from the corresponding Line Item No. on GSA Form T-800.

1. APPROPRIATION CODE(S) AND TITLE(S)	(a) CODE	(b) TITLE
	Not applicable	Not applicable

STAT

2. AGENCY/BUREAU	3. AGENCY/BUREAU ADDRESS	4. CONTACT PERSON	5. PHONE
Central Intelligence Agency	Washington, DC 20505	Supply Division, Office of Logistics	

6. EXPENSE CATEGORY (a)	LINE ITEM NO. (b)	JUSTIFI- CATION CODE (c)	TOTAL EXPENSE PLAN (d)
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SECTION I — OFFICE FURNITURE

TOTAL HDV NSN ITEMS WITH (*) ASTERISK	332		-0-
TOTAL OTHER CONTROLLED NSN ITEMS	333		-0-
TOTAL CONTROLLED NSN ITEMS	334		-0-
TOTAL GSA SCHEDULES AND LOCAL PURCHASES	335		-0-
TOTAL MISCELLANEOUS AND EXPENDABLE ITEMS	336	4	1,043,542
TOTAL SYSTEMS FURNITURE	337	4	614,000
TOTAL OFFICE FURNITURE	338		1,657,542

SECTION II — HOUSEHOLD FURNITURE

TOTAL HOUSEHOLD FURNITURE	346		-0-
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SECTION III — ALL OTHER FURNITURE

TOTAL ALL OTHER FURNITURE	347		-0-
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TOTAL FURNITURE (Totals of Sections I, II, and III above)			1,657,542
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SECTION I - OFFICE FURNITURE, STANDS, Continued

SECTION 1 - OFFICE FURNITURE, STANDS, Continued

6. ITEM *Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
Wood												
*7110-00-151-6485	284										74	
*7110-00-264-4561	285										171	
Steel, Contemporary												
*7110-00-601-9835	286										63	
*7110-00-601-9849	287										63	
*7110-00-601-9841	288										67	
*7110-00-601-9832	289										86	
*7110-00-601-9847	290										86	
TOTAL HDV NSNs WITH (*) ASTERISK	291											
OTHER CONTROLLED NSN ITEMS	292											
TOTAL CONTROLLED NSN ITEMS	293											
GSA SCHEDULES AND LOCAL PURCHASES	294											
TOTAL - STANDS	295					0	250	0	4	770	75	57,750

TABLES

Gray Steel												
*7110-00-143-0820	296										68	
*7110-00-143-1821	297										94	
*7110-00-143-0822	298										105	
Wood												
*7110-00-177-4901	299										66	
*7110-00-264-5236	300										184	
*7110-00-267-6980	301										307	
*7110-00-958-0780	302										100	
*7110-00-823-7675	303										122	
*7110-00-926-6702	304										122	
*7110-00-993-5073	305										91	
Steel, Contemporary												
*7110-00-113-0448	306										93	
*7110-00-113-0454	307										93	
*7110-00-149-2044	308										106	
*7110-00-149-2045	309										106	
*7110-00-113-0507	310										75	
*7110-00-113-0509	311										75	
*7110-00-113-0521	312										68	

SECTION I - OFFICE FURNITURE, TABLES, Continued

6. ITEM *Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (Items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
*7110-00-113-0595	313										60	
*7110-00-113-0633	314										60	
TOTAL HDV NSNs WITH (*) ASTERISK	315											
OTHER CONTROLLED NSN ITEMS	316											
TOTAL CONTROLLED NSN ITEMS	317											
GSA SCHEDULES AND LOCAL PURCHASES	318											
TOTAL - TABLES	319					0	50	0	4	250	115	28,750
WARDROBES												
Gray Steel												
*7105-00-275-6224	320										96	
*7105-00-269-9217	321										125	
Wood												
*7105-00-151-6575	322										74	
Steel, Contemporary												
*7105-00-764-5193	323										167	
*7105-00-764-5162	324										167	
TOTAL HDV NSNs WITH (*) ASTERISK	325											
OTHER CONTROLLED NSN ITEMS	326											
TOTAL CONTROLLED NSN ITEMS	327											
GSA SCHEDULES AND LOCAL PURCHASES	328											
TOTAL - WARDROBES	329											
TOTAL MISCELLANEOUS AND EXPENDABLE ITEMS	330					0	1485	0	4	7005		1,043,542
TOTAL SYSTEMS FURNITURE	331					0	0	0	4	500	1228	614,000

SECTION I - OFFICE FURNITURE, RACKS, Continued

6. ITEM *Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
TOTAL CONTROLLED NSN ITEMS	264											
GSA SCHEDULES AND LOCAL PURCHASES	265											
TOTAL - RACKS	266					0	100	0	4	300	90	27,000

SHELVING

Gray Steel												
*7125-00-286-5301	267										200	
*7125-00-559-6378	268										87	
*7125-00-558-0011	269										101	
TOTAL HDV NSNs WITH (*) ASTERISK	270											
OTHER CONTROLLED NSN ITEMS	271											
TOTAL CONTROLLED NSN ITEMS	272											
GSA SCHEDULES AND LOCAL PURCHASES	273											
TOTAL - SHELVING	274					0	50	0	4	550	300	165,000

SOFA (DAVENPORT)

Wood												
*7110-00-916-5840	275										433	
TOTAL HDV NSNs WITH (*) ASTERISK	276											
OTHER CONTROLLED NSN ITEMS	277											
TOTAL CONTROLLED NSN ITEMS	278											
GSA SCHEDULES AND LOCAL PURCHASES	279											
TOTAL - SOFA	280											

STANDS

Gray Steel												
*7110-00-143-0825	281										84	
*7110-00-262-6654	282										69	
*7110-00-685-5534	283										72	

SECTION I - OFFICE FURNITURE, LOCKERS, Continued

6. ITEM *Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
TOTAL CONTROLLED NSN ITEMS	238											
GSA SCHEDULES AND LOCAL PURCHASES	239											
TOTAL - LOCKERS	240											

PARTITIONS

Steel, Contemporary												
*7195-01-022-3578	241										92	
*7195-01-017-7876	242										92	
*7195-01-022-3579	243										92	
*7195-00-118-8922	244										113	
*7195-00-118-8923	245										113	
*7195-00-118-8933	246										113	
*7195-01-022-0837	247										113	
*7195-00-118-8964	248										113	
*7195-00-118-8963	249										113	
*7195-00-118-8967	250										128	
*7195-00-118-8966	251										128	
*7195-00-118-8987	252										128	
*7195-01-022-0888	253										128	
*7195-00-118-8990	254										128	
*7195-00-118-8989	255										128	
TOTAL HDV NSNs WITH (*) ASTERISK	256											
OTHER CONTROLLED NSN ITEMS	257											
TOTAL CONTROLLED NSN ITEMS	258											
GSA SCHEDULES AND LOCAL PURCHASES	259											
TOTAL - PARTITIONS	260					0	150	0	4	1300	128	166,400

RACKS

Wood												
*7195-00-132-6642	261										90	
TOTAL HDV NSNs WITH (*) ASTERISK	262											
OTHER CONTROLLED NSN ITEMS	263											

SECTION I - OFFICE FURNITURE, DESKS, Continued

6. ITEM *Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
GSA SCHEDULES AND LOCAL PURCHASES	213											
TOTAL - DESKS	214					0	150	0	4	500	285	142,500

DESK ATTACHMENTS

Gray Steel												
*7110-00-143-0902	215										107	
Wood												
*7100-00-902-8375	216										130	
*7110-00-902-8374	217										130	
Steel, Contemporary												
*7110-01-016-7147	218										132	
*7110-01-016-6580	219										132	
*7110-01-017-8950	220										131	
*7110-01-017-8770	221										131	
*7110-01-017-8952	222										131	
*7110-01-016-7663	223										127	
*7110-01-016-8717	224										127	
*7110-01-016-8718	225										127	
*7110-01-016-8719	226										127	
TOTAL HDV NSNs WITH (*) ASTERISK	227											
OTHER CONTROLLED NSN ITEMS	228											
TOTAL CONTROLLED NSN ITEMS	229											
GSA SCHEDULES AND LOCAL PURCHASES	230											
TOTAL - DESK ATTACHMENTS	231					0	100	0	4	500	130	65,000

LOCKERS

Gray Steel												
*7125-00-530-1938	232										69	
*7125-00-543-7124	233										104	
*7125-00-680-2764	234										72	
*7125-00-753-6238	235										120	
TOTAL HDV NSNs WITH (*) ASTERISK	236											
OTHER CONTROLLED NSN ITEMS	237											

SECTION I - OFFICE FURNITURE, DESKS

SECTION 1 - OFFICE FURNITURE, DESKS												
6. ITEM * Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (Items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
Gray Steel												
*7110-00-143-0832	179										236	
*7110-00-758-6146	180										277	
*7110-00-143-0835	181										258	
*7110-00-143-0838	182										260	
*7110-00-143-0840	183										335	
*7110-00-740-8931	184										186	
*7110-00-143-0833	185										266	
*7110-00-143-0830	186										192	
Wood												
*7110-00-721-9941	187										249	
*7110-00-721-9940	188										249	
*7110-00-262-6693	189										658	
*7110-00-958-0779	190										330	
*7110-00-847-0226	191										366	
*7110-00-143-1038	192										311	
*7110-00-177-4881	193										361	
*7110-00-262-6691	194										544	
*7110-00-262-6692	195										544	
Steel, Contemporary												
*7110-00-149-1626	196										236	
*7110-00-149-1630	197										236	
*7110-00-149-1627	198										266	
*7110-00-149-1631	199										266	
*7110-00-015-1362	200										189	
*7110-01-015-1361	201										189	
*7110-01-016-5642	202										189	
*7110-01-021-3609	203										189	
*7110-00-149-1624	204										176	
*7110-00-149-1628	205										176	
*7110-00-149-1625	206										176	
*7110-00-149-1629	207										176	
*7110-00-601-9850	208										195	
*7110-00-601-9851	209										195	
TOTAL HDV NSNs WITH (*) ASTERISK	210											
OTHER CONTROLLED NSN ITEMS	211											
TOTAL CONTROLLED NSN ITEMS	212											
Approved For Release 2002/05/02 : CIA-RDP83-00957R000100090005-4												

SECTION I - OFFICE FURNITURE, CHAIRS, Continued

6. ITEM *Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (Items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
*7110-00-149-2070	154										65	
*7110-00-149-2071	155										65	
*7110-00-149-2068	156										65	
*7110-00-000-0102	157										65	
TOTAL HDV NSNs WITH (*) ASTERISK	158											
OTHER CONTROLLED NSN ITEMS	159											
TOTAL CONTROLLED NSN ITEMS	160											
GSA SCHEDULES AND LOCAL PURCHASES	161											
TOTAL - CHAIRS	162					0	275	0	4	1500	100	150,000

CREDENZAS

Gray Steel												
*7110-00-097-8128	163										113	
Wood, Executive - Traditional												
*7110-00-833-0486	164										384	
Wood, Executive - Unitized												
*7110-00-762-5513	165										204	
Steel, Contemporary												
*7110-00-128-0076	166										325	
*7110-00-149-1659	167										325	
*7110-00-128-0077	168										246	
*7110-00-128-0094	169										246	
*7110-00-128-0096	170										110	
*7110-00-128-0546	171										110	
*7110-00-128-0065	172										199	
*7110-00-128-0067	173										199	
TOTAL HDV NSNs WITH (*) ASTERISK	174											
OTHER CONTROLLED NSN ITEMS	175											
TOTAL CONTROLLED NSN ITEMS	176											
GSA SCHEDULES AND LOCAL PURCHASES	177											
TOTAL - CREDENZAS	178					0	40	0	4	200	265	53,000

SECTION I - OFFICE FURNITURE, CHAIRS, Continued

6. ITEM * Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
*7110-00-597-8010	114										112	
*7110-00-597-8014	115										99	
*7110-00-597-7999	116										112	
*7110-01-018-6757	117										112	
*7110-00-601-9030	118										74	
*7110-00-601-9031	119										74	
*7110-00-601-9033	120										74	
*7110-00-601-9037	121										74	
*7110-00-601-9043	122										74	
*7110-00-601-9044	123										74	
*7110-00-601-9040	124										74	
*7110-00-149-2072	125										67	
*7110-00-149-2073	126										67	
*7110-00-149-2074	127										67	
*7110-00-149-2075	128										67	
*7110-00-149-2078	129										67	
*7110-00-149-2079	130										67	
*7110-00-149-2076	131										67	
*7110-01-018-6727	132										112	
*7110-00-602-0229	133										83	
*7110-00-602-0254	134										83	
*7110-00-602-0262	135										83	
*7110-00-602-0263	136										83	
*7110-00-602-0322	137										83	
*7110-00-602-0325	138										83	
*7110-00-602-0330	139										83	
*7110-00-602-0266	140										83	
*7110-01-017-3634	141										83	
*7110-00-149-1649	142										70	
*7110-00-149-1650	143										70	
*7110-00-149-1652	144										70	
*7110-00-149-1653	145										70	
*7110-00-149-1656	146										70	
*7110-00-149-1658	147										70	
*7110-00-149-1654	148										70	
*7110-00-000-0103	149										70	
*7110-00-149-2064	150										65	
*7110-00-149-2065	151										65	
*7110-00-149-2066	152										65	
*7110-00-149-2067	153										65	

SECTION I - OFFICE FURNITURE, Continued

SECTION I - OFFICE FURNITURE, Continued												
6. ITEM * Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
CHAIRS												
Gray Steel												
*7110-00-273-8782	079										37	
*7110-00-273-8785	080										27.50	
*7110-00-782-3504	081										51	
*7110-00-273-8793	082										51	
*7110-00-273-8795	083										49	
*7110-00-782-3507	084										42	
*7110-00-273-8791	085										42	
*7110-00-273-8789	086										72	
*7110-00-281-4469	087										41	
*7110-00-194-1611	088										41	
Metal												
*7110-00-264-5339	089										53	
*7110-00-264-5340	090										63	
*7110-00-262-6690	091										88	
*7110-00-952-7209	092										103	
*7110-00-753-5552	093										103	
*7110-00-753-5553	094										103	
*7110-00-753-5551	095										103	
Wood												
*7110-00-931-4402	096										111	
*7110-00-931-4408	097										111	
*7110-00-959-4754	098										179	
*7110-00-959-4737	099										95	
*7105-00-113-5410	100										200	
*7105-00-056-9514	101										158	
*7110-00-927-3197	102										218	
*7110-00-964-7370	103										252	
*7110-00-931-4442	104										222	
*7110-00-931-4448	105										222	
*7110-00-964-7516	106										197	
*7110-00-964-7528	107										197	
*7110-00-931-4468	108										96	
*7110-00-957-5419	109										111	
Steel, Contemporary												
*7110-00-597-7959	110										112	
*7110-00-597-7968	111										112	
*7110-00-597-7980	112										112	
*7110-00-597-8000	113										112	
Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090005-4												

SECTION I - OFFICE FURNITURE, CABINETS, Continued

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)
		Declared Excess	Reserve	In Use	Total Items							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
*7110-00-497-2506	051										156	
*7110-00-497-2370	052										165	
*7110-00-149-1646	053										126	
*7110-00-149-2021	054										183	
*7110-00-149-2022	055										183	
*7110-00-149-2024	056										205	
*7110-00-149-1660	057										220	
*7110-00-149-1661	058										220	
*7110-00-149-1662	059										232	
*7110-00-149-1663	060										232	
*7110-00-149-1666	061										230	
*7110-00-149-1669	062										241	
*7125-00-764-6129	063										143	
*7125-00-764-6141	064										143	
*7125-00-764-5744	065										127	
TOTAL HDV NSNs WITH (*) ASTERISK	066											
OTHER CONTROLLED NSN ITEMS	067											
TOTAL CONTROLLED NSN ITEMS	068											
GSA SCHEDULES AND LOCAL PURCHASES	069											
TOTAL - CABINETS	070					0	100	0	4	400	200	80,000

CARRELS, DESK

Steel, Contemporary												
*7110-00-113-2302	071										118	
*7110-00-113-2321	072										118	
*7110-00-004-6706	073										75	
TOTAL HDV NSNs WITH (*) ASTERISK	074											
OTHER CONTROLLED NSN ITEMS	075											
TOTAL CONTROLLED NSN ITEMS	076											
GSA SCHEDULES AND LOCAL PURCHASES	077											
TOTAL - CARRELS, DESKS	078											

SECTION I - OFFICE FURNITURE, BOOKCASES, Continued

6. ITEM * Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
TOTAL CONTROLLED NSN ITEMS	019											
GSA SCHEDULES AND LOCAL PURCHASES	020											
TOTAL - BOOKCASES	021					0	120	0	4	335	100	33,500

CABINETS

Gray Steel

*7110-00-281-7783	022										331	
*7110-00-273-9459	023										282	
*7110-00-132-6496	024										307	
*7110-00-551-5493	025										92	
*7110-00-286-3796	026										170	
*7110-00-286-3798	027										161	
*7125-00-285-1803	028										96	
*7125-00-633-8721	029										87	
*7125-00-062-7894	030										281	
*7125-00-641-5436	031										128	
*7125-00-269-8534	032										125	
*7125-00-988-9544	033										138	
*7125-00-641-5434	034										118	

Wood, Executive - Unitized

*7110-00-734-5116	035										123	
*7110-00-734-5126	036										198	

Metal

*7110-00-551-5494	037										111	
*7110-00-551-5490	038										107	
*7110-00-551-5485	039										198	
*7110-00-551-5495	040										192	

Steel, Contemporary

*7110-00-497-1420	041										91	
*7110-00-764-5061	042										91	
*7110-00-004-6695	043										92	
*7110-00-985-5687	044										92	
*7110-00-497-1783	045										174	
*7110-00-497-1976	046										164	
*7110-00-497-2012	047										164	
*7110-00-497-1829	048										174	
*7110-00-497-2346	049										165	
*7110-00-497-2508	050										156	

FY 1981 FSG 71 FURNITURE REQUIREMENTS AND EXPENSE PLAN

INTERAGENCY REPORT CONTROL NO.
0244-GSA-OT

1. APPROPRIATION CODE(S) AND TITLE(S)	(a) Code	(b) Title
	Not applicable	Not applicable
2. AGENCY/BUREAU	3. AGENCY/BUREAU ADDRESS	4. CONTACT PERSON
Central Intelligence Agency	Washington, D.C. 20505	Deputy Chief, Supply Division, Office of Logistics
		5. PHONE

STAT
STAT

SECTION I - OFFICE FURNITURE

6. ITEM *Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACEMENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFICATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
BINS, STORAGE AND DISPLAY												
Gray Steel												
*7125-00-270-7720	001										115	
*7125-00-270-7722	002										241	
TOTAL HDV NSNs WITH (*) ASTERISK	003											
OTHER CONTROLLED NSN ITEMS	004											
TOTAL CONTROLLED NSN ITEMS	005											
GSA SCHEDULES AND LOCAL PURCHASES	006											
TOTAL - BINS, STORAGE AND DISPLAY	007					0	100	0	4	400	185.	74,000

BOOKCASES

Gray Steel												
*7110-00-143-0839	008										46	
*7110-00-262-6648	009										26	
Wood												
*7110-00-194-1613	010										83	
*7110-00-973-5127	011										212	
*7110-00-290-0368	012										255	
Steel, Contemporary												
*7110-00-601-9823	013										56	
*7110-00-149-1621	014										56	
*7110-00-601-9821	015										67	
*7110-00-601-9822	016										67	
TOTAL HDV NSNs WITH (*) ASTERISK	017											
OTHER CONTROLLED NSN ITEMS	018											

Column 6(e) - In Use

Enter number of items presently being used in offices and workspaces, etc.

Column 6(f) - Total Items

Enter totals of columns (c), (d), and (e).

Column 6(g) - Items to be Repaired

Enter number of items to be repaired.

Column 6(h) - Items Requiring Replacement

Enter number of items requiring replacement. Presently, there are no reliable statistics available to calculate a weighted depreciation rate. As items become too worn for rehabilitation, they are generally replaced. For purposes of this report, furniture items will be assumed to have an average life of 20 years. If a different depreciation rate is used by your agency, which more accurately reflects the useful life of the item, please indicate the figure used in the narrative justification.

Column 6(i) - Items to be Acquired Thru Excess

Enter number of items to be acquired through excess.

Column 6(j) - Justification Code

The justification provided for proposed new procurements will be used by GSA to evaluate the Agency/Bureau furniture requirements submission. The code number listed in this column should represent the major reason (justification) for proposed new procurements. Because this information is so important in the evaluation process, a narrative explanation supporting each Agency/Bureau submission must accompany GSA Form T-800, FY 1981 FSG 71 Furniture Requirements and Expense Plan. This narrative should focus on all major reasons for proposed new procurements but only the number code for the most significant justification should be entered in column 6(j).

It is not necessary to enter justification codes for each individual NSN listed. Lines requiring code entries are those not shaded in column (j) and generally represent totals within each generic grouping.

Justification	Code
To replace nonrepairable items	1
Upgrading	2
To replace lost, stolen, damaged, or destroyed equipment	3
To equip new facilities	4
New or expanded programs/functions	5

Column 6(k) - Items to be Procured

Enter number of new items to be procured through GSA or other sources.

Column 6(l) - Current GSA Price

"Current" GSA price is the price effective June 1, 1980.

Column 6(m) - Expense Plan

Enter total dollar value for each line item. (Column 5(k) times column 5(l).)

SECTION II - Household Furniture

Household Furniture includes items customarily used in furnishing military living quarters or Government housing which could be used in a private home or apartment. These items generally have a useful life of more than one year and are repairable and recyclable. While Federal Supply Class 7105 designates "Household Furniture," selected items under this FSC are carried in Section I, Office Furniture, because these items are also frequently used in offices and office-work environments. If the item is designated a High Dollar Volume (HDV) or Other Controlled NSN in Section I of the FY 1981 Furniture Requirements and Expense Plan, the item should be reported in Section I and not be reported in Section II or in Section III.

For each furniture style listed, please report estimated total dollar expenditures for all furniture, i.e. bedroom, living room, etc., which will be bought in that style. Justification codes are required for all Household Furniture.

SECTION III - All Other Furniture

This category includes all other furniture not included in Section I and II. Dormitory, library, hospital, classroom, and cafeteria furniture should be reported here.

B. INSTRUCTIONS FOR COMPLETING GSA FORM T-801, FY 1981 REQUIREMENTS AND EXPENSE PLAN SUMMARY

These instructions can be found at the top of the form.

A. INSTRUCTIONS FOR COMPLETING GSA FORM T-800
FY 1981 FSG 71 FURNITURE REQUIREMENTS AND EXPENSE PLAN

General

The nonshaded areas of this form should be completed where possible. However, column 6(j) Justification code, 6(k) Items to be procured, and 6(m) Expense Plan, MUST be completed. By itself, the Justification code (column 6(j)) entry does not provide sufficient justification for the items ordered. Therefore, a narrative justification should also accompany the submission, tied into item category and the line item number in column 6(b).

Please use a ball-point pen or a typewriter. Do not use a pencil or felt-tip pen because they have a tendency to smudge and become unreadable.

DETAILED INSTRUCTIONS

Block 1 - Appropriation Code (a) and Title (b)

Enter the Agency/Bureau's 11 digit OMB appropriation code and corresponding title. If more than three appropriation codes are represented in the data you are providing, list only the three most significant codes in terms of furniture dollars to be expended in FY 1981.

Block 2 - Agency/Bureau

Enter the Agency and Bureau's official title/designation, e.g., "Department of Agriculture, Forest Service," "Department of Commerce, Patent and Trademark Office," etc. Please do not abbreviate.

Block 3 - Agency/Bureau Address

Enter the Agency/Bureau's official U.S. Postal mailing address.

Block 4 - Contact Person

Enter the name of the Property Management Officer (PMO).

Block 5 - Phone

Enter the telephone number for the person listed in Block 4.

SECTION I - OFFICE FURNITURE

Column 6(a) - Item

This includes categories of furniture listed under Federal Supply Group (FSG) 71, Federal Supply Classes (FSC's) 7105, 7110, 7125, and 7195; items of furniture purchased from GSA Federal Supply Schedules under FSG 71; and all other furniture, regardless of method of purchase, as defined below.

While FSC 7110 is the designated Federal Supply Class (FSC) for "Office Furniture," the FY 1981 Furniture Requirements and Expense Plan includes some items, frequently used in offices and office-work environments, that fall into Federal Supply Classes 7105, 7125 and 7195. These items should be recorded on the Expense Plan under High Dollar Volume (HDV) NSNs or Other Controlled NSNs as shown.

Subcategories of Office Furniture

- High Dollar Volume (HDV) NSN furniture items are indicated on this form by an asterisk(*). These items may be relatively inexpensive on a per-item basis but, in the aggregate, constitute high dollar value items for contracting purposes for GSA. These items have an expected life of more than one year under normal use, and frequently can be recycled for further use after being repaired or rehabilitated. Because of their wide acceptability, these items are likely to be recycled several times, and are individually controlled. These HDV items are indicated with an asterisk(*) in the attached "Item Descriptions for FY 1981 Furniture Requirements and Expense Plan."
- Other Controlled NSN furniture items have the same characteristics as HDV furniture, except that these items are in lower demand for general use by customer agencies and are not listed on a per-item basis. An example would be a rotary chair with a less popular upholstery color than a chair listed as an HDV item. These items are also described in the enclosed "Item Descriptions for FY 1981 Furniture Requirements and Expense Plan." Only total dollar value should be reported in column(m) for each type of furniture, i.e., bookcases, chairs, desks.
- GSA Schedule and Local Purchase includes office furniture procurements from these two or any other sources. Only total dollar value should be reported in column(m) for each type of furniture, i.e., bookcases, chairs, desks.
- Miscellaneous, and expendable furniture items, are those items under \$100 value, that are not generally worth repairing, e.g., ordinary trays, ash trays, picture frames, mirrors, etc. Only total dollar value should be reported in column(m).
- Systems furniture includes all procurements of systems furniture regardless of the method of purchase. Only total dollar value should be reported in column(m).

Column 6(b) - Line Item No.

This is a preassigned sequential number for each line item.

Columns 6(c) thru 6(f) - AGENCY PRESENT INVENTORY

Whenever possible, the data requested in these columns should be entered by individual NSN. If this is not feasible for your Agency/Bureau, an inventory by generic grouping, in lieu of the individual NSN inventory, can be submitted as the data in this report will not be used for an auditable inventory for FY 1981.

Column 6(c) - Declared Excess

Enter number of units you have reported to GSA as excess and still have on hand as of the date of this report.

Column 6(d) - Reserve

Enter number of items in storage for future use, i.e., not reported as excess, in column 5(c).

SECTION I - OFFICE FURNITURE - GRAND TOTALS

6. ITEM * Indicates NSN items individually controlled (a)	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACE- MENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFI- CATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
TOTAL HDV NSNs WITH (*) ASTERISK	332											
TOTAL OTHER CONTROLLED NSN ITEMS	333											
TOTAL CONTROLLED NSN ITEMS	334											
TOTAL GSA SCHEDULES AND LOCAL PURCHASES	335											
TOTAL MISCELLANEOUS AND EXPENDABLE ITEMS	336					0	1485	0	4	7005		1,043,542
TOTAL SYSTEMS FURNITURE	337					0	0	0	4	500	1228	614,000
TOTAL OFFICE FURNITURE	338					0	1485	0	4	7505		1,657,542

SECTION II - HOUSEHOLD FURNITURE

Contemporary	339											
Early American	340											
Mediterranean	341											
Danish Modern	342											
Ranch	343											
Traditional	344											
Other	345											
TOTAL HOUSEHOLD FURNITURE	346					0	0	0	0	0	0	0

SECTION III - ALL OTHER FURNITURE

TOTAL ALL OTHER FURNITURE	347											
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